

The Community Contributions Ad Hoc Subcommittee met and discussed the nomination process from 2021 and the areas that need improvement. The subcommittee documented the awards nomination process, timeline, and the medallion vendor information. The documentation has been given to staff for retention. The subcommittee discussed the dissolution of the subcommittee and for a new subcommittee to be created each year for that year's awards nomination process.

The subcommittee recommends that the award webpage be updated to include information about past honorees. An accordion should be added for each year of the award and contain the award category and honoree's name, and information about each honoree. The same information presented by the Mayor during the award presentation would be used as the text about the honoree on the webpage.

The subcommittee discussed improvements to the nomination form to receive more specific information about each nominee.

Currently the nomination form only has one input field for information about the nominee. The subcommittee recommends changing the current form to have a total of eight input fields, one for each nomination criteria from the scoring rubric and changing the label for the current input field. Another recommendation is to add additional text to the form above the input fields.

The current text on the form reads:

In the space below, please describe the ways your nominee is working towards creating a culture of equity and inclusivity in our community. Add specific examples regarding the scope and impact of their work, along with any other relevant information.

The subcommittee recommends adding another paragraph under this text to read:

In the space below, please describe the ways your nominee is working towards creating a culture of equity and inclusivity in our community. Add specific examples regarding the scope and impact of their work, along with any other relevant information.

Please give as much detail as possible for each question. The details given in the nomination form may be the only information we have about your nominee.

The subcommittee recommends adding the following fields to align with the scoring rubric.

- Describe the ways your nominee works with an underserved population.
- Describe the ways your nominee motivates others to serve.
- Describe the ways your nominee is directly involved with those served.
- Describe the ways your nominee serves a broad population.
- Describe the ways your nominee assists in meeting the needs of others.
- Describe the ways the service your nominee provides is based on urgency and/or need.
- Describe the ways your nominee is an "unsung hero".

The subcommittee requests the current field "About your Nominee" to be changed to "Additional information about your nominee you wish to include." and to be placed under the new fields.

Additionally, the subcommittee would like to remove the attachments option. Accessing and reviewing the attachments was problematic and the additional information did not assist with the nomination scoring process.